

**Norfolk Waterside Marriott**  
ELECTRICAL/ UTILITY/ TELEPHONE / INTERNET SERVICES ORDER FORM

**Group Name:**

**Connect Date:**

**Disconnect Date:**

Please indicate the type of service(s) needed. All requests for service must be received at least 10 days prior to the event. All requests received after this will include a **\$25.00 late fee**. The Hotel reserves the right to refuse and requests for service that is deemed unsafe or ill advised.

(NOTE: Charges are on a per day basis)

**EXHIBITOR INFORMATION:**

Name of Company:	Company Address:
Name of Person Requesting Service:	On-Site Contact (if different from requestor):
Telephone Number:	E-Mail Address:
Fax Number:	Booth #:

**ELECTRICAL/UTILITY:**

The City of Norfolk requires that no electrical equipment or apparatus be connected unless it conforms to the Norfolk electrical code. All electrical apparatus and splices must be installed in a metal enclosure to prevent the emission of sparks. All metal raceways, metal lighting fixtures, and metal housings of electrically powered equipment must be grounded. Flexible cords and cables less than #14 gauge are not permitted. **Guest must supply rated cable and rated male and female plugs. Booths requiring 60 amps service must be located against the service aisle wall in Norfolk I or Norfolk IV.**

	# of Outlets	Price per Day/Per Outlet	# of Days	Cost
7amps-110/120Volts		\$40.00		=
20 Amps Dedicated – 110/120 Volts		\$100.00		=
60 Amps-220 Volts Single Phase		\$250.00		=
100 Amps – 3-Phase		\$300.00		=
250 Amps – 3-Phase		\$450.00		=

**37AUDIO VISUAL REQUEST:**

Item	Quantity	Price per Week	# of Weeks	Cost
22" Widescreen LCD		\$250.00		=
37" Widescreen LCD		\$295.00		=
42" Widescreen LCD		\$395.00		=
Laptop Computer		\$225.00		=
Tripod Screen 5' or 6'		\$55.00		=
DVD Player		\$150.00		=

**TELEPHONE: Important Notice:** Telephone lines cannot be ordered without the necessary pre-payment. Request must be received a minimum of 10 days prior to installation to ensure availability! The Hotel/Convention Center reserves the rights to refuse any requests for service that are deemed unsafe or ill advised.

Type	Quantity	Access			# of Days	Cost
\$100 Per Line Per Day		House Line	In	Out		
Phone Line						=
Credit Card Swipe						=
Fax Line						=

**INTERNET:** Please note you must bring hubs, routers, cables. (Only one Cat 5 connection cable will be provided by the hotel) and any additional equipment if you are connecting numerous computers.

Wired or Wireless	# of Lines Needed	Price per Day	# of Days	Cost
		\$200/1st cn. \$50/each add. cn.		=

**Cancellation Policy:** If you wish to cancel, cancellation notice must be received by E-Mail at, [kcosby@marriottnorfolk.com](mailto:kcosby@marriottnorfolk.com) at least 48 hours in advance. If you cancel upon less than 48 hours notice, you will be obliged to pay 50% of the fees.

Total Services = \$ \_\_\_\_\_

Plus Tax (5%) = \_\_\_\_\_

Total Amount Due with Tax: \$ \_\_\_\_\_

**Note: Credit Cards will be charged before service is provided. Must provide Front & Back Copy of the CC.**

Type of Payment: _____ Check _____ Visa _____ MasterCard <input checked="" type="checkbox"/> American Express _____ Discover _____
Credit Card Number: _____ Exp. Date: _____
Print Cardholder Name _____ Signature _____ Approved by Phone _____
Company Requesting Service (if different from above): _____
Address: _____
Phone: _____ Fax: _____ Email: _____

**Please return form with payment to:**

Attn: Event Planning Assistant  
Nichole Neary  
[nneary@marriottnorfolk.com](mailto:nneary@marriottnorfolk.com)

Norfolk Waterside Marriott  
235 East Main Street, Norfolk, Virginia 23510  
Phone: (757) 628-6436 Fax: (757) 628-6452